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APPLICATION FOR MEMBERSHIP in the CAREER STAFF of the CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence Sir:

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a caréer with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Central Intelligence Agency.

MEMBERSHIP IN THE CAREER STAFF OF THE CENTRAL INTRUIGENCE AGENCY APPROVED, TO TAKE EFFECT. 4 MAR 1960

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

EXECUTIVE DIRECTOR

THE CIA SELECTION BOARD

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FORM 1152a

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Indicate significant strengths or weeknesses demonstrated in current position keeping in proper perspirity, their relationship to overall performance. State suggestions made for imprevendent of work performance (two recommendations/fergining. Commen on toreign-language competence, it required for current position. Amplify or explain ratings given in Section B to refer best basis for determining future personnel action. Manner of performance of management or surgive says duties must be described, if applicable.

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Subject is conscientious, industrious, and willing to accept all responsibility assigned him. He has performed his duties in a competent manner and has shown a marked interest in learning all facets of his job. Subject at times gives the impression (whether warranted or not) of being uncertain in his thinking, and he does not always seem to exercise his best judgment in reaching decisions, but he is striving to eradicate this impression.

SECTION D	CERTIFICATION AND CO	DAMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
DAYE	SIGNATURE OF EMPLOYEE	
21 May 1963	/S/ James B. Wilcott	
2.	BY SUPERVISOR	·
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21 May 1963	Finance Officer	/S/ Clerence Norment III
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Wilcott, James B., Jr.	27 Sep 31 M	GS-07 SF
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11. DATE REPORT DUE IN O.P.	18. REPORTING PERIOD (From-	-
SECTION B PERFORMANCE	E EVALUATION	· · · · · · · · · · · · · · · · · · ·
W - Weak Performance ranges from whally inadequate to positive remedial action. The nature of the action probation, to reassignment or to separation. [A - Adequate Performance meets all requirements. It is entiexcellence. P - Proficient S - Strong Performance is more than satisfactory. Desire C - Outstanding Performance is a acceptional in relation to re	tion could range from counseling, Describe action taken or proposed rely satisfactory and is characteri d results are being produced in a soficiency.	to further training, to placing on in Section C. .zed neither by deficiency nor proficient manner.
others doing similar work as to warrant special		portion to the performance of
SPECIF	IC DUTIES	
List up to six of the most important specific duties performed dura manner in which employee performs EACH specific duty. Conside with supervisory responsibilities MUST be rated on their ability to	r Otil Y effectiveness in performa	nce of that duty. All amployees playees supervised).
commercial payrolls involving approand verifies all salary checks. An for payrolling payrolling payrolling specific but No. 2 Maintains both overt comfiles, etc. for staff employees, stand agents. Maintains leave records and all staff personnel	ximately 200 person accounting machine mercial and covert aff agents, contract for WAE contract	s. Prepares is used A pay records, CATING t employees employees W
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OVERALL PERFORMANC	E IN CURRENT POSITION	
ake into account everything about the employee which influences or specific duties, productivity conduct on ich, cooperaticular limitations or talents. Based an your knowledge of emploce the letter in the rating box corresponding to the statement wh	his effectiveness in his current prativeness, pertinent personal trapposer's overall performance duri	oits or hobits, and ng the solicy period;
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HARRATIVE COMMENTS

Indicate significant strengths as meaknesses demonstrated in current pasition keeping in proper paspective their relationship to overall performance. State suggestions made for improvement at not performance, Give Pt. AUC. ((p. performance, Comment on foreign to service conserved, it required for current position. Amplify or explain ratings given in Section 10

Puring the period Subject was in charge of the Payroll Section at JUNAVE his performance was, in the rater's opinion, not more than adequate. He apparently was of the opinion that being in charge of a section relieved him of the oncrows tasks of filing and other related duties of like nature. As far as meeting the payroll deadlines Subject was proficient in this duty, but he normally required considerable amount of overtime work to meet these deadlines. He had many ideas which he presented to Chief, Finance Branch for betterment of the payrolling system, but unfortunately after due consideration the majority of these ideas were found to be impractical and/or in violation of either good accepted commercial practice or Agency regulations. Suggestions made to him were outwardly accepted but upon follow-up it was determined that he had failed to implement these suggestions. Overall it is the rater's opinion that the Subject was barely adequate in performing his assigned tasks.

SECTION D	CERTIFICATION AND COM	ENTS						
1.	BY EMPLOYEE							
1	CERTIFY THAT I HAVE SEEN SECTIONS A. B. A	NO C OF THIS REPORT						
DATE	SIGNATURE OF EMPLOYEE							
2	BY SUPERVISOR							
MONTHS EMPLOYED HAS BEEN UNDER MY SUPERVISION	Subject departed the S	if this report has not been shown to employee, give explanation Subject departed the Station without seeing						
12 months	this Report.	TYPED OR PRINTED NAME AND SIGNATURE						
	or the same of the	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
17 Jun 1966	Chief, Finance Branch	/s/ H. Robert Graham						
3	BY REVIEWING OFFICIAL							

Subject resigned and departed the Station rather suddenly and before there was an opportunity to observe his performance. The supervisor has made a careful evaluation with which I concur.

6 July 1966 Deputy Chief for Support /s/ William A. Jewett

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PECIFIC DUTY NO	. 3							RATING
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ECIFIC DUTY NO.	, 4						~ 	RATING LETTER
Conduc	ting Lisis	on with	our Division	regar	ding Payro	oll matte	ers.	P
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SECTION C'. NARRATIVE COLMENTS

SECTION D

Indicate significant strengths or weaknesses compostrated in current position keeping fortropie personation their relationship to average for increasing the personation of the personat

In the six months that Mr. Wilcott was assigned to the Staff Agenta. Accounts Section, he demonstrated the ability to accept responsibilities and responded well to all work assignments. Mr. Wilcott was a great help in reconciling and analyzing Payroll, Tax, and Retirement accounts. He worked well with his associates and had a good disposition. Mr. Wilcott is very acceptative and dependshie.

This employee did not have any supervisory responsibilities and, therefore, is not being rated on Cost Consciousness.

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	CERTIFY THAT I HAVE SEIN SECTIONS A. II., AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE
30 April 1965	
2.	BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERYISION	IF THIS REPORT HAS NOT BLEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
6	Employee had departed for FCS prior to this date.
DATE	OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE
30 April 1965	Chief, Staff Agents Acets, Seq. JOSETH H. HERSCH
3.	BY REVIEWING OFFICIAL
COMMENTS OF REVIEWING OFFICE	oncur.
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30 April 1985	Chief, Compensation and Tun Liv. "Thurw is Strickland

CERTIFICATION AND COMMENTS

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	Piscal Acct Asst		/FE/JIO	A5 05 000		- ` `
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11. DATE REPORT	DUE IN O.P.		FORTING PER		- •	
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SECTION B	PERFORMANC	E EV	LUATION			
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	excellence.	•			·	• • • • • • • • • • • • • • • • • • • •
P · Proficient	Performance is more than satisfactory. Desires		• •	queed in a p	roficient manner.	
S - Strong O - Outstanding	Performance is characterized by exceptional pro- Performance is so exceptional in relation to re- athers doing similar work as to warrant special	juireme	nts of the work	and In com	 partison to the perfor	mance of
	SPECIF	IC DU	TIES			
monner in which e with supervisory	he most Important specific duties performed duri Tologeo performs EACH specific duty. Consider Tologeo States MUST be rated on their actifity to	CHLY	effectiveness	in performa	nce of that duty. Al	t employees
	n Cashier, responsible for the dise yen, U.S. dollars, MPC).	eilÿ	receipt an	nd disbu	rsement of	P
Fecipic Duty Mo Fonsolida balance dail	tes all Station cash transaction	s to	one voucho	or and ve	erifies	PATING LETTER
	s all Station transactions for our stally accountings and maintains					RATING
Polices in accountings.	.4 ndividual housing and vehicle ad	vence	accounts	and audi	ts related	RATING LETTER P
Reintains cost center.	statistical records on private :	renta	ls by indi	vidual h	ouse and	RATING LETTER
	of travelors of their entitlement related duties as assigned by				ouchers, end	RATING LETTER
	OVERALL PERFORMANCE	IN C	URRENT POS	ITION		
ormance of specif orticular limitation	everything about the amployee which influences is duties; productivity, conduct on 105, confers or relieful to the confers of each on your knowledge of empherating box corresponding to the statement which	ativena ioyan'i	iss, perlament (overall perfor	norsonos tra manca duri	its or hotits, and is the forting period.	RAT NY LETTLA
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SECTION C	NAPRATIVE CO	MENTS	Triple of the work	
overall performance, State sur	or weaknesses demonstrated in current po- cestions made for improvement of early pre- e, it requires for current position. Ampli- reannel action. Manner of performance of	erlármánce, Give r	scommendations for training,	Corré
Subject had p of money with few	erformed his duties in a comerrors, and maintains them	spetent manne	r. Budgingly hase distinctively records.	siuss _.
Cost consciou this position.	eness and management of orga	mization ass	ets does not apply to	
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	CERTIFICATION AND C			
SECTION D	CERTIFICATION AND C			
).	BY EMPLOYEE		0.000	
ATE .	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS	REPORT	
9 Jun Oi	/s/ James Wilcott			
	BY SUPERVISOR			
NONTHS EMPLOYEE HAS BEEN HOER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN		IVE EXPLANATION	
23				
ATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR	PRINTED NAME AND SIGNATUR	E
9 Jun 64	Finance Officer	/s/ Fr	an): Wells	
	BY REVIEWING OFFIC	CIAL		
Tokyo Station in lis previous experience December he was giv to his specialized	d the position of Finance D. y 1900. He has performed we or training. With a realign the additional responsible work, he has not had the opposite	ell in a fund gnment of the ility of proc portunity to	etion for which he has office workload in essing TDY travel.	d no

return to Headquarters in July 1964.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
7 Jun 0:	Finance Officer	/s/ Jack Fandall
	, SECRET	•
•	harmon an and a co	16

FJIT 10,374, 31 May 63

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FITNESS REPORT					IMPLOVE SERIAL NUMBER		
SECTION A GENERAL					025793		
SECTION A	(Lact) (First) (Middle)		* *** - ******* *******				
			27 Sept 31 M GS-6 ST				
WILCOTT, JAMES B. JR.			27 Sept 31 M GS-6 SF				
Fichal acct asst		DDP/FE/GRO Tokyo				· · ·	
P. CHECK IN) TYPE OF APPOINTMENT			10 CHECK (X) TYPE OF REPORT				
CAREER RESERVE TEMPORARY		INITIAL REASSIGNMEN				SUPERVISO	
CAREEN PROVISIONAL (See Instructions - Section C)		X	ANNUAL		REASSIGNUEN	TEMPLOYES	
SPECIAL (Specify): SPECIAL (Specify):							
II. DATE REPORT DUÉ IN O.P.		13. REPORTING PERIOD (From: 10) 1 Jul 62 - 30 Jun 63					
SECTION B							
Week Performance tanges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing an probation; to reassignment or to separation; Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - Strong Performance is characterized by exceptional proficiency. Performance is a secontional in relation to requirements of the work and in comparison to the performance of							
	others doing similar work as to warrant specia	l recogn	ition.				
	SPECIE	IC DU	TIES				
manner in which ei	he mast important specific duties performed dur mployee performs EACH specific duty. Consides sponsibilities MUST be rated on their ability t	er OliLY	affectiveness	In performa	nce of that dity. All	l employees	
SPECIFIC DUTY NO. 1						LETTER	
As Station Cashier, responsible for the daily receipt and disbursement of cash (Japanese yen, U. S. dollars, MPC).						P	
SPECIFIC DUTY NO	. 8					PATING	
Consolidates all Station cash transactions to one voucher and verifies balance daily.					P		
SPECIFIC DUTY NO. S						LETTER	
Summarizes all Station transactions for off-base housing and vehicle expenditures into monthly accountings and maintains appropriate subsidiary records.						P	
SPECIFIC DUTY NO. 4							
Polices individual housing and vehicle advance accounts and audits related accountings.						P	
PECIFIC DUTY NO						RATING	
Maintains statistical records on all private rentals by individual house and					P		
PECIFIC DUTY NO. 6						RATING	
Performs other related duties as assigned by the Finance Officer.						р	
	OVERALL PERFORMANCE IN CURRENT POSITION						
Take Into account everything about the employee which influences his effectiveness in his current position such as per- lormence of specific duties, productivity, conduct on job, conjunctiveness, pertinent personal traits or habits, and arricular limitations or talents. Eusea on your knowledge of employee's everall performance during the college period, face the letter in the rating box corresponding to the statement which most accurately selects his level of performance.					P		
2 0 Jun 198				~ , _			

		SECRET
SECTION C		TIVE COMMENTS AND AND AND AND AND AND AND AND AND AND
Indicate significant strengths or assirall performance. State sugge on foreign language competence,	stions made for improvement if required for current positiv	current nosition heeping in proper enreligities their relationship to to work performance. Give recommendational featheringing. Comment un. Amplify or explain ratings given in Section 3 total feather ormance of monogerial or supplyingly duties must be concerned, if
		MAIL ROOM
responsibility manner and ha Subject at time uncertain in hi best judgment	assigned him. He as shown a marked less gives the impress thinking, and he de	ndustrious, and willing to accept all has performed his duties in a competent interest in learning all facets of his job. Interest in learning all facets of his job. In solon (whether warranted or not) of being does not always seem to exercise his ons, but he is striving to eradicate this
impression.	•	
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ECTION D		OR AND COMMENTS
		MPLOYEE
) ATE	SIGNATURE OF EMPLOYEE	ECTIONS A, B, AND C OF THIS REPORT
21 May 1963	/S/ James B. Wilco	cott
ONTHS EMPLOYEE HAS BEEN		PERVISOR SEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 33		
DATE	OFFICIAL TITLE OF SUPERV	
21 May 1963	Finance Officer	/S/ Clarence Norment III
OMMENTS OF REVIEWING OFFICIAL		ING OFFICIAL
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Concur in the e	valuation.	
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Adm Officer

21 May 1963

OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE

/S/ Douglas S. Trabue

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II. DATE REPORT	DUE	IN.O.P.			1	EPORTING PERIOD (From			 	
		``,		<u> </u>		Apr 61 - 30 Jun	e 62			<u> </u>
SECTION B				PERFORMANC	E EV	LUATION				
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S - Strong				ed by exceptional pr	~	* ·	a protite			-
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manner in which e	mpioye	o performs EAC	H see	icific duty. Conside	ONLY	ofing period. Insert re defectiveness in perfo ise finalcate number of	mance o	f that	duty. Alt	
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S CTION C	HARRATIVE COMMEN	rs
on foreign language competence.	, if required for current position. Amplify or a	keeping in proper perspective their relationship to ince. Give recommandations for training. Commen into its resulting serven in Section B to provide best provide a sufferil sory duties must be described, if
given him. He has po experience or training tob. He has hardled	erformed capacity in a function to	ling to accept all responsibility for which he had no previous rest in learning all facets of his rrors, and maintains the recessary
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SECTION D	CERTIFICATION AND COMMI	NTS
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DATE	SIGNATURE OF EMPLOYEE	DC OF THIS REPORT
19 July 1962	James B. Wilcott /s/	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO E	MPLOYEE, GIVE EXPLANATION
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PATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 July 1962	Finance Officer	Elwood Martin
•	BY REVIEWING OFFICIAL	•
OMMENTS OF REVIEWING OFFICIA		••
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17 July 1962 Finance Officer Clarence F. Norment

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SEC	TION B 7		EYALU	ATIO	N OF P	ERFOR	MAN	CE OF SPE	CIFIC	DUT	ES					
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise judicate number of employees supervised).																
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	TION C		VALUATION	OF O	VERAL	L PERF	ORM	ANCE IN C	URRE	NT P	<u> </u>	NO				
Ake into account everything about the employee which influences his effectiveness in his current position - performance of specific uties, productivity, conduct on job, cooperativeness, pertinent parsonal traits or habits, particular limitations or talents. Based on our knowledge of employee's averall performance during the rating period, place the rating number in the box corresponding to the tatement which most accurately reflects his level of performance. 1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements, 4 - Performance clearly exceeds basic requirements, 5 - Performance in every important respect is superior.																
		À11.E.	in every respec													
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NARRATIVE DESCRIPTION OF MARNER OF JUB PERFORMANCE Stress strengths and wechnesives demonstrated in current position. Inflicate suggestion's made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for levelapment and the assuming greater exposibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B. C. and D to provide the best basis for determining luture personnel actions. Subject is conscientious, industrious, and willing to recept all responsibility given him. He has performed capably in a function for which he had previous experience or training, and has shown a marked interest in learning bil facets of his jeb. He has handled large suns of money with few errors, and maintains the necessary statistical records in a competent ranner. Subject should strive to develop more confidence in himself and in his ability to perform the duties assigned him. His lack of assurance and his naiveté are sometimes disconcerting to those with whom he deals. This report has been prepared in accordance with F.E. Division standards which recognize the principle of rating the individual against the group. Thus an 'average' i rating reflects an entirely satisfactory performance. CERTIFICATION AND COMMENTS BY FMPLOYEE I certify that I have seen Sections A, B, C, D and E of this Report. SIGNATURE OF EMPLOYEE 3 May 1961 Jomes B. Wilcott BY SUPERVISOR HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON. EMPLOYEE UNDER MY SUPERVISION LESS THAN SO DAYS OTHLA (Specify): OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE DATE 3 Hay 1961 Elwood Martin BY REVIEWING OFFICIAL I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION. I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE. COMMENTS OF REVIEWING OFFICIAL

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Clarence Forment

DATE

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2.	BY SUPERVISOR
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OTHER (Specify):	
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	rating period. Compare				
sibility. Factors othe	er than productivity wil	I be taken is	nto acceunt later in Sec	tion D.	ì
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	PERFORM DUTIES ADEQUATE				
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T AATIMOS ON PERSONNENCE OF SWILDSFEED DUTIES						
Directions:  a. State in the spaces below up to six of the Place the most important first. In not inc b. Rate performance on each specific duty cons c. For supervisors, ability to supervise will who supervise a secretaer only).  d. Compare in your mind, when possible, the similar level of tenousibility.  e. Two individuals with the same job title duties.  f. Be specific. Examples of the kind of duties.	lule min idering i always b individ may be i	or or unamortant dutars.  Mall' effectiveness in performance of its a rated as a specafec duty cas not eated with the performance of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contract of the contr	its ispecular as supervisor in the same difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference difference diff	duty. es thes uty et		
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IRECTIONS: Take into account here everything you know about the individualproductivate, conduct in the job, extrant personal characteristics or habits, special defects or telentsand how he fits in with your team. Compare him with others doing similar work of about the same level.  1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED  2 - OF COURTFUL SUITABLEITYMOULD NOT HAVE ACCEPTED HIM IF I HAD WISH SHAT I SUN WOR ARAT I SEPARATION  3 - A BARELY ACCEPTABLE EMPLOYEEBELOW AVERAGE BUT BITH NO BEANNESSES SUFFICIENTLY OUTSTANDING TO BAR.  RATING  A FINE EMPLOYEE - HAS SIME OUTSTANDING STEEDER INTERCATION  8 - AN UNUSUALLY STRONG PERSON IN TERMS OF "- REQUIREMENTS OF THE ORGANIZATION						
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annia papasinia	19 April 1965
TO: X CHIEF, PERSONNEL OFERATIONS DIVISION	
X CHIEF, OPERATING COMPONENT (For action) WH	WILCOTT, James B. Jr.
Mr. Mullane	K-9524
REF:	ID CAND NO.
Continuation of backstopping cover WILITARY COVER BACKSTOP ESTABLISHED	Returned
US Army Element. Composite Operations Groun	
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b. Continuing, effectiveEOD	•
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X (BHB 20-7)	•
	· .
Ascertain that Army W-2 being issued.	
X (HB 20.661.1)	
X Submit Form 1322 for any change affecting this cover.	
(R 140-250)	
X Submit Form 1323 for transferring cover responsibility.	•
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TO: X CHIEF, PERSONNEL OPERATIONS DIVISION	10 September 64
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ATTH:	F FIN WILCOTT, James B. Jr.
Ruby Johnson	K-9524
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X Submit Form 1323 for transferring cover responsibility.	
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*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301 PURSUANT TO AUTHORITY OF DCT AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND ANDCI POLICY DIRECTIVE DATED H OCTOBER 1962.**

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

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ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

# GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

CDADE			Per A	nnum	Steps	3				
GRADE -	1	2	3	4	5	6	7	8	9	10
GS- 1	\$3,385	\$3,500	\$3,615	\$3,730	\$3,845	\$3,960	\$4,075	\$4,190	\$4,305	\$4,420
<b>GS-2</b>	3,680	3,805					4,430	4,555	4,680	4,805
GS- 3	4,005	4,140	4,275	4,410	4,545		4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930		5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7.070	7,290	7,510	7,730	7.950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8,690	8,935	9,180	9,425
GS-10	7,900	8.170	8.440	8.710	8.980	9,250	9,520	9,790	10,060	10,330
GS-11	8,650	8,945	9,240	9,535	9,830	10,125		10,715	11,010	11,305
GS-12	10.250	10.605	10.960	11.315	11.679	12,025	12,380	12,735	13,090	13,445
GS-13	12.075	12,495	12,915	13.335	13,755	14,175	14.595	15.015	15,435	15,855
GS-14										
GS-15	16.460	17.030	17.600	18.170	18,740	19.310	19.880	20,450	21,020	21,590
GS-16										
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GS-18										

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND OCT MEMORANDUM DATED 1 AUGUST 1956; SALARY IS ADJUSTED AS FOLLOWS.

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IN ACCOPDANCE WITH THE ERIVISIONS OF PURLIC LAND BY - 797 AND DOL MEMORANDUM DATED I SUGUSTIONS, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 14 OCTOBER 1942

NAME

14-00000

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IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED

1 AUGUST 1956. SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD NAME SERIAL ORGN GR-ST OLD SALARY NEW SALARY

525798

WILCOTT JAMES B JR

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

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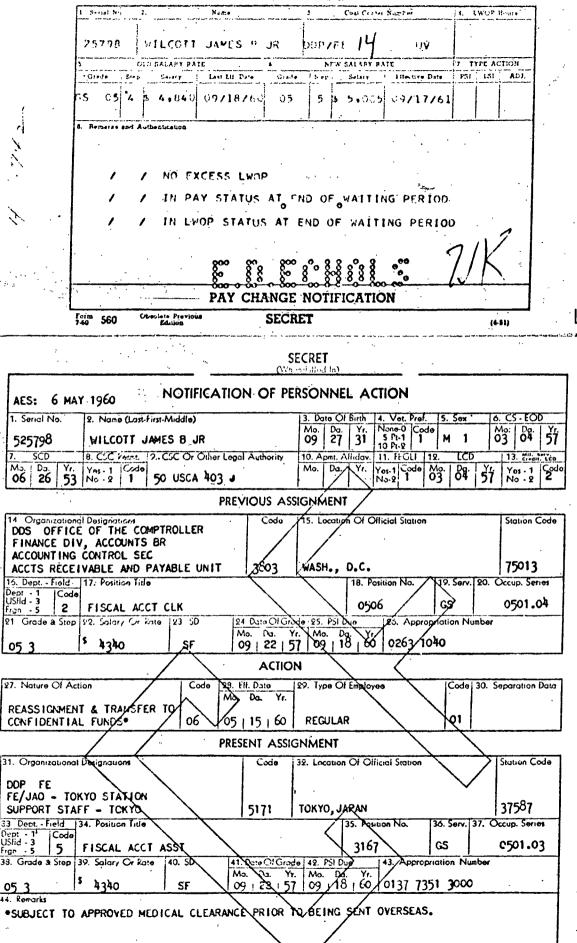
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GRADI-OFEN COLD SACREY CEN SALARY

125798 GS-05-1 \$ 3,670 \$ 4,040 WILCOTT JAMES A JR ASA DINECTOR OF PERSON EL

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IN LIFU OF FORM 1150 THIS NOTIFICATION EFFECTS RESLOTTING RESULTING FROM R-20-250

SD OLD SLOT NEW SLOT DATE NAME

125798 WILCOTT JAMES B JR SF 0305.02 305 01/12/59

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A - Adequate P - Proficient	positive remedial probetion, to reas Performance meet excellence.  Performance is mi	es from wholly inadequate oction. The nature of the symmetry of the sportation and the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportage of the sportag	e action coin, Describe entirely sates estred result	eld range from action taken hisfactory and as are being pr	counseling of propose is charact	s, to further tro id in Section C erized neither	ining, to placing	g on
S - Strong O - Outstanding		spacewized by exception ( exception to relation (	, ,	-	k and in co	omparison to th	ne performance o	
O gylstensiis		or work as to warrant spi			,			
		SPE	CIFIC DU	TIES				
and verif	l payrolls ies all sa lling	omputes and ve involving app lary checks. s both overt of ff employees,	roxima An acc	tely 200 ounting ial and	perso machin covert	ons. Pre ne is use pay rec	ords, PAT	TER
and agent	s. Mainta taff perso	ins leave reco	rds fo	r WAE co	ntract	employe	es W	
PECIFIC DUTY NO	Responsi	hie for timely	payme	nt of mo	nthly	tax depo	sits RAT	ING TER
and prepa Security	ration of tax return	the quarterly s of the cover	Federa	l Withho nies	lding	and Soci	.al A	
Field Sta	tions on a soft of the staff	s dispatches a il matters per employees, st	taining	z to pay	. leav	e and pa	yroll oyees A	T E R
PECIFIC DUTY NO	. 3		į				RATI	
		,	:				Î	
PECIFIC DUTY NO		<del></del>	<del></del>				RATI	NG
PECIFIC DUTY NO	· •	:					LETT	
		OVERALL PERFORM	ANCE IN C	URRENT PO	SITION			
ormance of speci orticular limitatio lace the letter in	everything about the fix distress, productions or talents. Bas	we employee which influence on job, conduct on job, conduct on job, conduct on job, conduct on job of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the statement of the st	nces his eff caperativen f employee' nt which mo	ectiveness in ess, pertinent s overall perf	his current personal ormance d	traits or habit uring the ratin	s, and g period,	NG ER
1/3/21				· <u>·</u>			•	- 1

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SECTION C .. NARRATIVE COMMENTS

basis for determining future personnel action. Mannée of performance of managerial or super if applicable. If Ema space is needed in the use of personnel, space, equipment and funds, must be commented on, Section C; attach a sépárate sheet of paper.

During the period Subject was in charge of the Payroll Section at JMWAVE his performance was, in the rater's opinion, not more than adequate. He apparently was of the opinion that being in charge of a section relieved him of the onerous tasks of filing and other related duties of like nature. As far as meeting the payroll deadlines Subject was proficient in this duty, but he normally required considerable amount of overtime work to meet these deadlines. He had many ideas which he presented to Chief, Finance Branch for betterment of the payrolling system, but unfortunately after due consideration the majority of these ideas were found to be impractical and/or in violation of either good accepted commercial practice or Agency regulations. Suggestions made to him were outwardly accepted but upon follow-up it was determined that he had failed to implement these suggestions. Overall it is the rater's opinion that the Subject was barely adequate in performing his assigned tasks.

SECTION D	CERTIFICATION AND COMMENTS				
1.	BY EMPLOYEE				
	CERTIFY THAT I HAVE SEEN SECTIONS A. B. A	ND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE				
2.	BY SUPERVISOR				
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	Subject departed the	EMPLOYEE, GIVE EXPLANATION Station without seeing			
12 months	this Report.				
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE			
17 Jun 1966	Chief, Finance Branch	/s/ H. Robert Graham			
3.	BY REVIEWING OFFICIAL				
	ere was an opportunity to r has made a careful evalu	observe his performance. nation with which I concur.			
		·			
	• • •				
•	•	•			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE			
6 July 1966	Deputy Chief for Support	/s/ William A. Jewett			

REVIEWED BY:

•	:	.CITAC	ce nenoàz		*	¥	EMPLOTEE'S	ERIAL NUMBI	E R
	•	PIINE	SS REPORT	-			025	798	•
SECTION A	<del>, , , , , , , , , , , , , , , , , , , </del>		- G	ENERA	L		<del></del>		
I HAME	(Leeu WILCOTT,	(Fire) James	Middle) B. Jr.	1	Sep 1931	3. SEX	GS-07	5F	
4. OFFICIAL POS			2,020				S. CURRENT S		
	Finance	Assistant		Fir	/CFD/C&T/	uś į	Wash.	, D. C.	
. CHECK (X) TY	PE OF APPOINT	MENT	<del></del>	19. C	HECK IN) TYP	E OF REPOR	Ť .	<del></del>	
X CAREER	RESERV		PEMPORARY		INITIAL		REASSIG	SHMENT SUPE	RVIDO
CAREER-P	ROVISIONAL (See	e inelructione •	Section C)		ANNUAL		X REASSI	GHMENT EMPL	OVE
SPECIAL (S	pocity):	-			SPECIAL (SP	ocily);			
II. DATE REPORT	DUE IN O.P.	,			EPORTING PË			•	
· · · · · · · · · · · · · · · · · · ·		ASAP				164 = 25 .	April -1965	5 .	
SECTION B			PERFORMANI	CE EV	ALUATION:				<u> </u>
W - <u>Wēck</u>	positive remed probation, to re	liol action. Ti eàssign <del>ment</del>	olly inadequate to he nature of the ac or to separation,	tion co. Describ	ild range from action taken	counseling, or proposed	to further train in Section C.	ning, to placi	ng on
A - Adequate	excellence:		rements. It is ent	rely to	issisciory and	is character	ized neither by	, deliciency n	107
P - Proficient S - Strong	Performance Is		tisfoctory. Desire d by exceptional p		• •	roduced in a	proficient man	nor.	
	Performance is	so exception	al in relation to re to warrant specia	quireme	nts of the wo	k and in com	parison to the	performance	of
<del></del>			SPECIA	IC DU	TIES			<del></del>	
nanner in which e with supervisory r	mplayee perform esponsibilities	is EACH spec	ties performed dur ific duty. Consid d on their ability t	er ONL	' elloctivenes	s in performa	nce of that du	ry. All emplo vised).	oyees
PECIFIC DUTY NO	D. 1								TING
Analy	zing Payro	ll Account	ts					P	<b>&gt;</b>
PECIFIC DUTY NO	), 2					· · · · · · · · · · · · · · · · · · ·			TING
Recon	ciling Tax	and Retir	rement Accour	nts				P	
PECIFIC DUTY NO	), j		_ <del></del>			<del></del>			TING
Comput	ting Staff	and Caree	er Agents' Pa	y and	l Allowanc	:es		P	TTER
PECIFIC DUTY NO	. 4						· · · · · · · · · · · · · · · · · · ·	RAT	
Conduc	ting Liais	on with o	our Division	regar	ding Fayr	roll matt	ers.	P	1
PECIFIC DUTY NO	. 5							RAT	
Prepar	ing Corres	pondence	_				•	, A	
ECIFIC DUTY NO.	. 6		· · · · · · · · · · · · · · · · · · ·		<del></del>	- :		RAT	
Maintaining Leave records and Agents' Pay Files					P				
·		OVERALL	PERFORMANC	E IN C	URRENT PO	SITION			
								RAT	
ermance of specif	lic duties, prod as or talents. B	uctivity, cond	which influences fuct on job, coope knowledge of em a the statement wi	rativeni piovea'i	ss, pertinent vovall peri	personal tra	or habits,	and period.	
ight	<del> </del>		•			· · ·		<u> </u>	

TEFICE OF PERSONN

SECTION C

NARRATIVE COMMENTS

Indicate significant strengilis or weaknesses demonstrated in current position keeping indicate perspective their relationship to exercit performance. State suggestions made for improvement of work performance. Give recommendation to present of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of the properties of t

In the six months that Mr. Wilcott was assigned to the Staff Agents Accounts Section, he demonstrated the ability to accept responsibilities and responded well to all work assignments. Mr. Wilcott was a great help in reconciling and analyzing Payroll, Tax, and Retirement accounts. He worked well with his associates and had a good disposition. Mr. Wilcott is very cooperative and dependable.

This employee did not have any supervisory responsibilities and, therefore, is not being rated on Cost Consciousness.

BY EMPLOYEE  ERTIFY THAT I HAVE SEEN SECTIONS A, B, AND			
ERTIFY THAT I HAVE SEEN SECTIONS A. B. AND	A AA F		
	COF THIS REPORT		
SIGNATURE OF EMPLOYEE			
BY SUPERVISOR			
IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION			
Employee had departed for PCS	prior to this date.		
OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE		
Chief, Staff Agents Accts. Sec	JOSEPH H. HUDSON		
BY REVIEWING OFFICIAL			
rur.			
	Trees on earlies name and hoghtune		
	BY SUPERVISOR  IF THIS REPORT HAS NOT BEEN SHOWN TO EX- Employee had departed for PCS OFFICIAL TITLE OF SUPERVISOR  Chief, Staff Agents Accts. Sec  BY REVIEWING OFFICIAL		

FITNESS REPORT  GENERAL  1. NAME  (Loit)  Wilcott, James B. Jr  Oppicial position title  Figal Acet Asst  DDP/FE/JKO  CAREER RESERVE  TEMPORARY  CAREER RESERVE  FEGAL (Specify):  11. DATE REPORT DUE IN Q.P.  EMPLOYEE SERIAL  O25798  S. GENERAL  1. DATE OF DIRTH  J. SER  O. GRADE  S. SER  O. GRADE  S. SER  OSS-07  SP  CAPTER JKO  TOKYO  TOKYO  TOKYO  ANNUAL  REASSIGNMEN  SPECIAL (Specify):  11. DATE REPORT DUE IN Q.P.					
1. NAME (Lost) (Finel) (Middle)  Wilcott, James B. Jr 27 Sep 31 M GS-07 SF  6. OFFICIAL POSITION TITLE  FISCAL Acct Asst  DDP/FE/JKO  9. CHECK (X) TYPE OF APPOINTMENT  X CAREER RESERVE TEMPORARY INITIAL REASSIGNMENT  CAREER-PROVISIONAL (See Instructions - Section C)  SPECIAL (Specify):  SPECIAL (Specify):	•				
Wilcott, James B. Jr  6. OFFICIAL POSITION TITLE FISCAL Acct Asst  9. CHECK (X) TYPE OF APPOINTMENT X CAREER RESERVE TEMPORARY CAREER RESERVE TEMPORARY CAREER RESERVE TEMPORARY  CAREER-PROVISIONAL (See Instructions - Section C)  SPECIAL (Specify):  WILCOTT, James B. Jr  7. OFF/DIV'AR OF ASSIGNMENT STATION TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOKYO  TOK	•				
6. OFFICIAL POSITION TITLE FISCAL ACCT ASST  9. CHECK (X) TYPE OF APPOINTMENT X CAREER RESERVE TEMPORARY INITIAL REASSIGNMENT CAREER-PROVISIONAL (See Instructions - Section C)  SPECIAL (Specify):  7. OFF/DIV'OR OF ASSIGNMENT 8. CURRENT STATION TOKYO  10. CHECK (X) TYPE OF REPORT X CAREER RESERVE TEMPORARY INITIAL REASSIGNMENT SPECIAL (Specify):  8 PECIAL (Specify):	•				
9. CHECK (X) TYPE OF APPOINTMENT 10. CHECK (X) TYPE OF REPORT  X CAREER RESERVE TEMPORARY INITIAL REASSIGNMENT  CAREER-PROVISIONAL (See Instructions - Section C) X ANNUAL REASSIGNMENT  SPECIAL (Specify): SPECIAL (Specify):					
CHECK (X) TYPE OF APPOINTMENT     CAREER RESERVE TEMPORARY INITIAL REASSIGNMENT     CAREER-PROVISIONAL (See Instructions - Section C)     SPECIAL (Specify):    SPECIAL (Specify):					
CAREER-PROVISIONAL (See Instructions - Section C)  SPECIAL (Specify):  SPECIAL (Specify):					
SPECIAL (Specify): SPECIAL (Specify):	SUPERVISOR				
	EMPLOYEE				
11. DATE SEPORTING PERIOD (Form. (c.)					
1 Tule 1062 20 Tune 1064	<u> </u>				
SECTION B PERFORMANCE EVALUATION	<del></del>				
W - Weak  Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.  A - Adequate  Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.  P - Prolicient  S - Strong  Performance is must than satisfactory. Desired results are being produced in a proficient manner.  O - Quistanding  Performance is a exceptional in relation to requirements of the work and in comparison to the performance of					
athers doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes manner in which employee performs EACH specific duty. Consider QNLY effectiveness in performance of that duty. All employ with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).  **PECIFIC DUTY NO. 1  As Station Cashier, responsible for the daily receipt and disbursement of cash (Japanese yen; U.S. dollars, NPC).  **PECIFIC DUTY NO. 2  Gongolidates all Station cash transactions to one voucher and verifies balance daily.  **Performance of their duty.**  **Performance of the daily receipt and disbursement of the cash (Japanese yen; U.S. dollars, NPC).  **Pecific DUTY NO. 2  Gongolidates all Station cash transactions to one voucher and verifies					
Summarizes all Station transactions for off-base housing and vehicle expenditures into monthly accountings and maintains appropriate subsidiary records.	RATING LETTER P				
Polices individual housing and vehicle advance accounts and audits related accountings.					
Maintains statistical records on private rentals by individual house and ost center.					
Advices TDY travelers of their entitlements, audits the travel vouchers, and erforms other related duties as assigned by the Finance Officer.					
OVERALL PERFORMANCE IN CURRENT POSITION					
ake into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, portinent porsonal traits or habits, and articular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, loce the letter in the rating box corresponding to the statement which most occurately reflects his level of performance.  1.5 JUL 1964					

STECKET-

SECTION C.	NA NA	RRATIVE COMME	N12	PAICE OF DEP	i Stanie
Indicate significant strengths or we	oàne s'sé à demonstrat	ed in current positio	n keeping in prope	r perspective th	eir relationship to
averall performance. State suggest	ions mode for Improv	ement of work perfor	mance. Give reco	mmendations.for	training. Comme
on foreign language competence; if	required for current ;	position. Amplify or	explain rating's q	ven in Section B	to provide best
on foreign language competence; it basis for determining future persons opplicable.	vel oction. <u>Männer o</u>	l performance of man	ogerial or superv	gy Sur Crys.	The day bed, if
opplicable.	•	•		44	MIT 'BY
· •					

Subject has performed his duties in a competent manner. Unsignifical huge sums of money with few errors, and maintains the necessary statistical records.

Cost consciousness and management of organization assets does not apply to this position.

SECTION D	CERTIFICATION AND CO	DAMENTS
l	BY EMPLOYEE	· · · · · · · · · · · · · · · · · · ·
10	ERTIFY THAT I HAVE SEEN SECTIONS A, I	B, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
9 Jun 64	/s/ James Wilcott	•
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERYISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
23		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
9 Jun 64	Finance Officer	/s/ Frank Wells
3.	BY REVIEWING OFFICE	IAL .
previous experience December he was give to his specialized w	or training. With a realigen the additional responsibiors, he has not had the opport. He has been scheduled.	Il in a function for which he had no nment of the office workload in lity of processing TDY travel. Due ortunity to be trained in other for Finance training upon his
DATE	OFFICIAL TITLE OF REVIEWING OFFICIA	TYPED OR PRINTED NAME AND SIGNATURE .
7 Jun 64	Finance Officer	/s/ Jack Randall
•	CO. CO.	: U

FJTT 10,374, 31 May 63

CHARLETIAL

			<u> </u>	_			EMPLQYEE SE	RIAL NUMBER
FITNESS REPORT						025798		
SECTION A			GE	NERA	L			· · · · · · · · · · · · · · · · · · ·
1. NAME	(Lest)	(Free)	(Middle)	2.04	TE OF BIRTH	3. 5E X	4. GRADE S.	180
WILCO	IT, JAMES E	3. JR.		2	7 Sept 31	M	GS-6	STF .
4. OFFICIAL POS	ITION TITLE			7. 05	F. DIN BR OF A	SSIGNMENT		ATION
FISCAL	L ACCT ASST	! ·		I	DDP/FE/JKO		Toky	yo
D. CHECK (X) EV	PE OF APPOINT	MENT	- '	10. C	HECK (X) TYPE	OF REPORT		
CAREER	RESERV		PORARY		INITIAL		REASSIGN	MENT SUPERVISO
CAREEN	ROVISIONAL (Se	e Instructions - Sec	tion C)	X	ANNUAL		REASSIGN	MENT EMPLOYEE
BPECIAL,(	(pęcify):	<u> </u>		<u> </u>	SPECIAL (Spec			
II. DATE REPORT	MOUE IN O.P.		•	1	EPORTING PERI 1 Jul 62 -	•		
SECTION B	·····	<del></del>	ERFORMANC				<u> </u>	
W - Weak	positive remed	angus from wholly dial action. The n eassignment or t	inadequate to t	lightly on cou	less than sati	ounseling, 1	o fuither trainic	
A - Adequate	Performance m	neets all requirem	ents. It is entir	ely sat	isfactory and i	e characteri.	ied noither by o	deficioncy nor
P - Proficient	Performance i	s more than satisf	actory. Desired	l rosule	s are being pro	duced in a p	roficient manne	и.
S - Strong	Performance I	s characterized by	r exceptional pro	fiction	cy.			
O - Ovestanding	Performance is	s so exceptional i imilar work as te	n relation to req warrant special	recogn	nts of the work	and in com	parison to the p	erformance of
<del></del>			SPECIF	C DU	TIES		<del></del>	
List up to six of t manner in which e with supervisory t	mployee perform	na EACH specific	duty. Consider	ONLY	affectiveness	In performa	ice of that duty	. All employees
SPECIFIC DUTY NO	Di 1.							RATING
As Station Cashier, responsible for the daily receipt and disbursement of cash (Japanese yen, U. S. dollars, MPC).					P			
SPECIFIC DUTY NO	). <b>2</b>							RATING
Consolidate	s all Static	on cash tran	sactions to	one	voucher a	ınd <b>v</b> eril	les balanc	LETTER
PECIFIC DUTY NO	. 1							RATING
								LETTER
Summarizes tures into m								
			a manitam.	a uht	of obtate s	oupsiuia	yrecorus	
PECIFIC DUTY NO	. 4		• •		•			RATING LETTER
Polices indi	vidual hous	sing and veh	nicle advan	ce a	ccounts an	d audits	reláted	
accountings.		J						P
						<del></del>		RATING
PECIFIC DUTY NO	. 5					•		LETTER
	faintains statistical records on all private rentals by individual house and						P	
cost center.								
PECIFIC DUTY NO.	, •							RATING
Performs of	her related	d duties as a	assigned by	, the	Finance C	Officer.		P
	<del> </del>	OVERALL P	ERFORMANCE	IN C	URRENT POS	MOITE	· · · · · · · · · · · · · · · · · · ·	<del></del>
ake into account ormance of speci-	fic dution, prod	t the employee of luctivity, conduct	nich influences i on job, cooper	his offa	ctiveness in hi	s current po personal tra	its or habits, or	nd riod
loce the letter in t 2 0 JUN 196	ihe fating box c	orresponding to th		ch mọs				

FORM 45 OPERIORS PRESIDES

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SECTION C	NARRATIVE COM	
Indicate significant strengths overall performance. State sur	or weaknesses demanstrated in current pos agestions made for improvement of work per	ition keeping in proper persisting their relationship to
basis for determining future pe   opplicable.	resonnel action. Manner of performance of r	managerial or supply; say duties must be described, if
		3 38 PH
4,5		3 38 PH 163
		MAIL ROO
	t is conscientious, industriou	is and willing to accept all
responsibilition in anner and Subject at the uncertain in best judgmen	ty assigned him. He has per has shown a marked interest nes gives the impression (wi his thinking, and he does not	formed his duties in a competent in learning all facets of his job. hether warranted or not) of being always seem to exercise his he is striving to eradicate this
impression.		
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. · ·	to the same agent	مد ما ساسا وطميد
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ECTION D	CERTIFICATION AND CO	DAMENTS
	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A,	B, AND C OF THIS REPORT
21 May 1963	SIGNATURE OF EMPLOYEE  /S/ James B. Wilcott	•
21 May 1903	BY SUPERVISOR	
ONTHS EMPLOYEE HAS BEIN	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
33		
ATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 May 1963	Finance Officer	/S/ Clarence Norment III
	BY REVIEWING OFFICE	
OMMENTS OF REVIEWING OFFIC	IAL	
•		
Concur in the	evaluation.	
		·
	•	
•		
TE	OFFICIAL TITLE OF REVIEWING OFFICIA	AL TYPED OR PRINTED NAME AND SIGNATURE
21 May 1063	Adm Officer	/3/ Dongles S. Trabue

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REVIEWED BY: SECRET Service Board FITNESS REPORT GENERAL L. DATE OF BIRTH S. BEX 4. GRADE (Middle) WILCOTT, James B. 27 Sept 31 M GS-6 SF 4. OFFICIAL POSITION TITLE T. OFF/DIVIDE OF ASSIGNMENT S. CURRENT STATION FE/Tokyo Fiscal Acct Asst. Tokyo 9. CHECK (X) TYPE OF APPOINTMENT 10. CHECK (X) TYPE OF REPORT RESERVE REABSIGNMENT SUPERVISOR INITIAL TEMPORARY CAREER-PROVISIONAL (See Instructions REASSIGNMENT EMPLOYEE ANNUAL SPECIAL (Specify): SPECIAL (Specify): II. DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From- 10-) 1 Apr 61 - 30 June 62 SECTION B PERFORMANCE EVALUATION Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. W - Weak Performance meets all requirements. It is entirely satisfactory and is characterized noither by deficiency nor A - Adequate. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. Performance is characterized by exceptional proficiency. S - Strong O - Quistanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition. SPECIFIC DUTIES List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated an their ability to supervisory responsibilities MUST be rated an their ability to supervisory responsibilities MUST be rated an their ability to supervisory responsibilities MUST be rated an their ability to supervisory responsibilities must be rated an experiment. Station cashier responsible for the day to day receipt and disbursement P of cash. SPECIFIC OUTY NO. 2 Consolidates all station cash transactions to one voucher and verifies P balance daily. SPECIFIC DUTY NO. 3 RATING Summarizes all station transactions for off-base housing and vehicle expendi-S tures into monthly accountings and maintains appropriate subsidiary records. SPECIFIC DUTY NO. 4 RATING Polices individual housing and vehicle advance accounts and audits related accountings. S Maintains statistical records on all private rentals by individual house and P cost center. SPECIFIC DUTY NO. 6 Performs other related duties as assigned by the Finance Officer. P OVERALL PERFORMANCE IN CURRENT POSITION RATING Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or hobits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance. P

SECTION C	HARRATIVE COMMENT	TS. The marks
overall performance. State sugge on foreign language competence, basis for determining future parso applicable.	astions mode for improvement of work performa if required for current position. Amplify or ex annel action. <u>Manner of performance of manag</u>	keeping in proper perspective their relationship to ance. Give recommendations for training. Comment aplain ratings priving in Section B to provide best gerial or supervisory duties myst be described, if
Subject is consc	ientious, industrious, and will	ling to accept all responsibility
given him. He has pe	rformed capably in a function f	for which he had no previous
experience or training	g, and has shown a marked inter	rest in learning all facets of his
job. He han handled	large sums of money with rew pr	rrors, and maintains the necessary
statistical records in	n & comparent manner.	
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SECTION D	CERTIFICATION AND COMME	ENTS
1.	BY EMPLOYEE	
I CE	ERTIFY THAT I HAVE SEEN SECTIONS A, B, AND	ID C OF THIS REPORT
19 July 1962	James B. Wilcott /s/	
19 July 1902 2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN	IP THIS REPORT HAS NOT BEEN SHOWN TO EN	MPLOYEE, GIVE EXPLANATION
UNDER MY SUPERVISION	f .	**************************************
25		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 July 1962	Finance Officer	Elwood Martin
	BY REVIEWING OFFICIAL	
OMMENTS OF REVIEWING OFFICIAL	•	
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TYPED OR PRINTED NAME AND SIGNATURE

Clarence F. Norment

OFFICIAL TITLE OF REVIEWING OFFICIAL

Finance Officer

17 July 1962

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SECTION A	,		GEN	ERAL					•			
I. NAME (Liet)	(Fliet)	(Middle)		2. DATE OF B	IRTH		3. 3€	× .		4. 0	RADE	
WILCOTT,	James B	, , ,		27 Sept	1931		,	M	-	T 6	Ś-05	,
	OFFICIAL POSITI	ON TITLE		· · · · · · · · · · · · · · · · · · ·			7. OF	F/DIN	//BR C		IONME	
SF	Fiscal	Acct. As	sst.				1	Tok	vo s	tati	on	
8. CAREE	R STAFF STATUS				<del></del>	TYPE	OF'R					
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PENDINE	ECLINED	DENIES		MANNUAL		REASS	GNWE	NT/ER	4PLOY	25		
10, DATE REPORT QUE IN O.	P. 11. RE POR	TING PERIOD		SPECIAL (Spe	city)							
V 31 122 19	27 May	60 to 31	Mar 6	i-								
SECTION B	EVALUATION	TION OF PE	BEOBL	ANCE OF SI	PECIFIC	DUT	FS					
									L. L	h		
List up to six of the most im manner in which employee pe	erforms EACH sp	ecific dúty. (	Consider	ONLY offection	venezz in	perfor	monce	of the	at duty	r. All	empio	Acc to
with supervisory responsibil	a. WO31 04 10	rea da men d		Sopervise (mo	70210 HUMO		410,00			<i>.</i>		
1 · Unsatisfactory 2 ·	- Baraly adequate	3 - Acce	ptable	4 - Competent	S - Ex	cellan	6 -	Super	rior	7 - 0	Outsta	nding
SPECIFIC OUTY NO. 1 Stat.	ion cashier	respon-	RATING	SPECIFIC DUT			<del></del>					BATING
sible for the day to	o day receip	t and	NO.	Polices	Individ	ual	hous	ing	and	vehi	cle	, NO.
disbursement of casi	A		4	advance a	recount	s an	d au	dits	rel	bets.	1	
		1	· · ·	accountin	rgs.		-					4
SPECIFIC DUTY NO. 8		1	RATING	SPECIFIC DUT	Y NO. 8							RATING
Consolidates all sta	ation cash t	raneac-	NO.	Maintains	stati	stic	al r	ecor	da c	n al	1	NO.
tions to one voucher	and verifi	88	, ,	private r	entale	by:	indi	vidu	al h	OUSA	_	
balance daily.		n	4	and cost		•						4
SPECIFIC DUTY NO. 3 SUMME	riees all s	tation	RATING	SPECIFIC DUT								ATING
transactions for off			NO.								- 1	NO.
vehicle expenditures	into month	ly ac-	- 1	Performs						_	.	
ehicle expenditures into monthly accountings and maintains appropriate assigned by the Finance Officer.					•	ł	4.					
SECTION C E	VALUATION O	FOVERALL	PEDE	OPHANCE IN	CHOOS	NT P	ACITI	ON				
		,										
Take into occount everything duties, productivity, conduct (	about the employ	oo which infl	vences h	is effectivene:	ss in his	current	posit	ion -	perfor	nance	of apo	cific
your knowledge of employer's												
statement which most accurati											•	
		<del></del>										
1 - Performance	in many importan	t respects fai	is to me	ot requirements	<b>.</b> .	:	٠.	-		R.	TING	
3 - Performance	maets most require clearly meets bar	rements but H Lic recuiremen	s deticle nts.	nt in one or mo	ore import	aut tes	pocts.	•				
4 - Performance	clearly exceeds b	nesic requirem	ents.		-					1	,	1
5 - Performance ( 6 - Performance (	in every importan	t respect is s	uperior.							L	4	·
		·										
ECTION D				HE EMPLOY								
	oxes below, che											
• Least possible degree	2 - Limited degr	ree   3 - No	mal des	rea 4 - Abo	A8 646188	e degr	••	5 - 0	utstan	ding d	e du se e	
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ESOURCEFUL										<u></u>	_X_	
CCEPTS RESPONSIBILITIES					1					X		
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NORTE TUONTIE BOL SIN 230	3 SUPPORT				.		I		Ĺ	X		
ACILITATES SMOOTH OPERAT	ION OF HIS OFFI	€ .			. X							
RITES EFFECTIVELY			,		X	11:3	37	3:				
ECURITY CONSCIOUS					1	1				X		
HINKS CLEARLY .					1						X	
ISCIPLINE IN ORIGINATING, M	AINTAINING AND	DISPOSING OF	RECOR	D\$ .	: 1	-	i - i	47			X	
THER (Treath is					W-45.25	Service De	THE PERSON					

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SEE SECTION "E" ON REVERSE SIDE SECRET

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		SECRE		- 3	
SECTION E	NARRATIVE DE	SCRIPTION OF MAN	NER OF JOB PERF	FORMANCE	ž
Strees strengths and work. Give recomme sponsibilities. Ampl future personnel acti	weaknesses demonstrated ndations for his training. lify or explain, if appropri ans.	l in current position, "Ind Describe, if appropriate ate, ratings given in SEC	licate suggestions ma , his potenties specific CTIONS B, C, and D t	de to employee for the logical provide the best to	improvement of his ssuming greater re- basis for determining
given him. He experience or job. He has h	s conscientious, has performed ca training, and has andled large sums cords in a compet	pably in a funct shown a marked : of money with fe	ion for whole interest in lease or errors, and	nelhado ho pres urning all fac	vious cets of his
to perform the	hould strive to do duties assigned loncerting to those	him. His lack of	assurance and		
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This report has been prepared in accordance with F.E. Division standards which recognize the principle of rating the individual against the group. Thus an 'average' rating reflects an entirely satisfactory performance.

SECTION F	CERTIFICATION AND COM	AENTS
1.	BY EMPLOYEE	
I cer	rtify that I have seen Sections A, B, C, L	D and E of this Report,
DATE	SIGNATURE OF EMPLOYEE	•
3 May 1961	James B. Wilcott	(oSigned)
2	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS PEPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
-		•
8		
	IF REPORT IS NOT BEING MADE AT THIS TIM	. <del>,                                   </del>
EMPLOYER UNDER MY SUPERV	ISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
3 May 1961	<u> </u>	Elwood Martin
3.	BY REVIEWING OFFICIAL	
	PLOYEE ABOUT THE SAME EVALUATION.	·
	PLOYEE A HIGHER EVALUATION.	
	PLOYEE A LOWER EVALUATION.	
	LUATIONS. I AM NOT SUFFICIENTLY FAMILIA	R WITH THE EMPLOYEE'S PERFORMANCE.
COMMENTS OF REVIEWING OFFICIAL	<b>L</b>	İ
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	<u> </u>	i I
•	N Section 1	
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
3 May 1961	. '	Clarence Horment

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3. SERVICE DESIGNAT	James	S	I'r	1 37 50	ptemb	er 10		FF/DIV	/BB 0	- A 3 8	-3.	NT
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PENDING	DECLINEO	DENICO		Y ANN		AR	ASSIGNMI	NT/E	PLOY			
10. DATE REPORT DUE	I IN O.P. II. REPO	RTING PERIOD	<b>et</b> .	SPECIAL								<del></del>
SECTION B		TION OF PE		AANCE O	F SPEC	IFIC D	IITIES					<del></del>
manner in which emplo with supervisory respo	nost important specific syse partorms EACH s ensibilities MUST be r	duties perform pocific duty. ( ated on their a	ned durin Consider bility to	og the rution ONLY off supervise	ng period lectivend (Indicate	l. Insert	rating no riormance of employe	e of the	at duty prvised	). All	emplo ,	yees
1 - Unsatisfactory	2 - Barely adequa		·	4 - Comp		S - Exce		- Super		,	utsta	
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	attachments, b		_									L.
	enfidential fu	- 1	<u>ર</u>	B	1. N.						1	4
SPECIFIC DUTY NO. 2	processed by l				ls Div	<del></del>						
	expenditure lis	- 1	NO.	SPECIFIC	DUTTN	J. 8					ľ	RATIN NO.
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	ments to the vo		NC.								- 1	NO.
•	n vouchers are		1								ı	-
_	ecords Division		4									
SECTION C	EVALUATION (		PERF	ORMANC	E IN C	JRREN'	r POSIT	HOI				
Fahe into account ever duties, productivity, co your knowledge of empl statement which most a	nduct on job, cooperations	tivoness, pertir	rent pers	onal traits	s or hobi	ts, parti	ular limi	tetion	or to	lents.	Buse	ed on
2 - Perfor 3 - Perfor 4 - Perfor 5 - Perfor	mance in many importa mance meets most requ mance clearly meets b nance clearly exceeds mance in every importa mance in every respect	prements but it asic requirement basic requirement and respect is s	s deficie ets. eents. operior.	eniupes fe ena ni, fn	nents, or more i	mpa-tant	respecti	٠.			7 ING	
ECTION D	····	DESCRIPTIO	N OF 1	HE EMP	LOYEE							
In the r	ating boxes below, ch	eck (X) the dec	gree to w	hich each	charact	ozistic a	pplies to	the en	ploye	•		
- Least possible degr	ee 2 Limited do	gree 3 - No	emal de	gree 4 -	Above	verage (	egree	5 - 0	utetano	ing d	ogree	
	CHARACTER	HISTICS		•	1	NOT	NOT OB-	_	Y -	RATIN	g .	
						CABLE	SERVED	<del>                                     </del>	2	3	4	5
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ESOURCEFUL							<del> </del>	-	<del> </del>	X	ļ	+
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CES HIS JOB DITHOUT		-41363				x	<del></del>	-			-	+
ACILITATES SMOOTH O	···	ICE .			<del></del>		<del> </del>	<del> </del>		<u>                                    </u>	_X_	<del>                                     </del>
RITES EFFECTIVELY		<del></del>				~~~		<del>                                     </del>		Ť		<del>                                     </del>
ECURITY CONSCIOUS											<del></del> -	$\overline{}$
HINKS CLEARLY .											X	

PORM 45 OBSOLETE PREVIOUS EDITIONS.

SEE SECTION "E" ON REVERSE SIDE

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SECTION E NA	RRATIVE DESCRIPTION OF MANN	ER OF JOB PERFORMANCE
	r his training. Describe, il appropriate,	cate suggestions made to employee for improvement of his his potential for development and for assuming greater re- TIONS B, C, and D to provide the best basis for determining
Subject has ac	cepted a field assignment e	ffective in June.
The coaltion t	o which subject has been as	eigned to some senetitions
and not at all	conducive to disclosing hi	s full potential. However
by the way in	which he adapted to Duty No	. 2. it is felt that he will
training.	form more responsible dutie	s with a minimum of additional
0	•	
	emely good attitude toward	his work and responds well to
sure vision.	• • • • • • • • • • • • • • • • • • • •	
ZI 1		and in against man
	This report has about pre- with the criteria set forth	in Constroller In-
27 28 90 th	eteuction No. 77 which ar	e designed to reflect
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	workers of equilibrium	Cas or responsibile
•	ity. In this cross at a single satisfies a sign of single states in	re mis the entirely
	satisfier of the material	-
e		
SECTION F	CERTIFICATION AND C	OMMENTS
1.	BY EMPLOYEE	
l ce	rtify that I have seen Sections A, B,	C, D and E of this Report.
18 auril 1960	SIGNATURE OF EMPLOYEE	att h
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
UNDER MY SUPERVISION	-	
12 Months		
	IF REPORT IS NOT BEING MADE AT THIS	TIME, GIVE REASON.
EMPLOYEE UNDER MY SUPER	VISION LESS THAN 80 DAYS	REPORT MADE WITHIN LAST 80 DAYS
OTHER (Specify):	** ***********************************	manusa epinominen manusan manusan manusan menen menen menen menen menen menen menen menen menen menen menen me
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED HAME AND SIGNATURE
18april 1960	3/2	Jamel H. Simpson
	C/Voucher Review Unit	1 Louise H. Simpson
I WOULD HAVE GIVEN THIS EN	BY REVIEWING OFFIC	
<del></del>	PLOYEE A HIGHER EVALUATION.	
I WOULD HAVE GIVEN THIS EN	PLOYEE A LOWER EVALUATION.	
I CANNOT JUDGE THESE EVA	LUATIONS. I AM NOT SUPPICIENTLY FAM	ILIAR WITH THE EMPLOYFE'S PERFORMANCE.
OMMENTS OF REVIEWING OFFICIA	L	
	•	
		/
ATE Jali	OFFICIAL TITLE OF REVIEWING OFFICE	L TIPEDOS PRINTED NAME AND SIGNATURE
4/18/63	OFFICIAL TITLE OF REVIEWING OFFICE	1 1777 a Comme
7	DT/Accounts Branch	M. F. Strickland
	SECRET	

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SECTION B		EVALUA	TION OF	PERFOR	MAN	CE OF SPE	CIFIC	COUTI	E\$					
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2 - Perform	ance meets	most requi	rements by	ut is defici		one or more	import	tant resp	ects.				NO.	
	ianco cloar! ionco cloar!											-   -	3	
5 - Perform	ance in eve	ry importar	ogsic lade	is superior,								-   -	_	:
6 - Perform												<u> </u>		
SECTION D	···	· 1	DESCRIP'	TION OF	THE	EMPLOYE	Ε							
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SECTION E	NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE	
Luart Give se	ts and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of commendations for his training. Describe, if appropriate, his provide of the Health to the assuming greate and ity or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for deter	f.f0.
1	An. Mileott is a gardal and cooperative MARAS. 2.19 PM. 33 like I and	
golş Lors	endong within proples. In does get his more out in the required time but estress should be put on accuracy. It is capable of more efficient work the is doing at the present time. In does repMAN REMAIN supervision.	

lis does not abuse his leave privileges well as a whole, has a favorable attitude toward his work and the Agency.

SECTION F	CERTIFICATION AND C	OMMENTS
1	BY EMPLOYEE	
l c	ertify that I have seen Sections A, B,	C, D and E of this Report.
DAYE       10, 10, 10, 10, 10, 10, 10, 10, 10, 10,	SIGNATURE OF EMPLOYEE	mile & Duchtige
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
ONDER MY SUPERVISION		
3		
	IF REPORT IS NOT BEING WADE AT THIS	TIME, GIVE REASON.
EMPLOYER UNDER MY SUPER	RVISION LESS THAN 80 DAYS	REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
larch 10, 1959	Time, Leave, Pay Supr.	Am C. Robbins Kakhing
3.	BY REVIEWING OFFIC	IAL
Y I NOULD HAVE GIVEN THIS E	EMPLOYEE ABOUT THE SAME EVALUATION.	
I WOULD HAVE GIVEN THIS E	EMPLOYEE A HIGHER EVALUATION.	•
I WOULD HAVE GIVEN THIS E	MPLOYEE A LOWER EVALUATION.	
I CANNOT JUUGE THESE EVA	ALUATIONS. I AM NOT SUFFICIENTLY FAMI	LIAR WITH THE EMPLOYEE'S PERFORMANCE.
COMMUNTS OF REVIEWING OFFICE	<b>AL</b> .	•
•	•	· · · · · · · · · · · · · · · · · · ·
DATE	OFFICIAL TITLE OF REVIDEING OFFICIA	
Illerois 20, 2050	A/C, Staff Employees Accts.	Sect. Addie B. Lods
• •	SECRET	

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	FITNESS REPOI	RT (Part I) PERFORMANCE
		INSTRUCTIONS
FOR THE ADVINISTRATIO	VE OFFICER: Consult current	instructions for completing this report.
FOR THE STURYING	This report is designed to he	elp you express your evaluation of your subordinate and to transmit
This evaluation to yo	our supervisor and senior off	ficials. Organization policy requires that you inform the subordi-
inoto where he stand	with you. Completion of a	the report can help you prepare for a discussion with him of his on policy that you show Part I of this report to the employee except
		It is recommended that you read the entire form before completing
any question. If the	is in the initial report on	the employee, it must be completed and forwarded to the Office of
Personnel no later th	iân 30 days after the date in	ulicated in item 8, of Section "A" below.
SECTION A.		GENERAL
1. HAME (Last)	(first) (Hi	(ddle) 2. DATE OF BIRTH 3. SER . 4. SERVICE DESIGNATION
1 7	. Towns	B. 27 Sert. 1931 M SP
3. OFFICE/DIVISION/OR		B. CY Sert. 1931 M. T. SP.
	, 5,	
	Fiscal Division	Fireal Acct. Clerk
7. GRADE   8. DATE RE	PORT DUE IN OP 9. 1	PERIOD COVERED BY THIS REPORT (Inclusive dates).
CS - 5 1 1 Dece	ember 1957 meder	4 Parch 1987 - 4 December 1997
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(Check one)	ANNUAL	REASSIGNUEN (+ CUPLOTES
SECTION B.		CERTIFICATION
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NOTE		
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X VIOUAL.	•	TER MAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
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B. THIS DATE		NO SIGNATURE OF SUPERVISOR D. SUPERVISOR'S OFFICIAL TITLE
5 Dec. 1957	Bon H. Marion	Millarian Deputy Chief, Accounting Br.
2. FOR THE REVIEDING D	FFICIALI RECORD ANY SUBSTAN	TIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER IN-
FORMATION, SHICH BU	LL LEAD TO A BETTER UNDERSTAN	NDING OF THIS REPORT, .
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	,	BY DATE
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		Posted Pos. Costed WAR 10 Pas?
	0	Davisoned by 6 1 /1/1/ 12/11/57
		Raviewed by Por WHD 11/1/57
		CONTINUED ON ATTACHED SHEET
certify that any subs	tentia! difference of oninic	on with the supervisor is reflected in the above section.
. THIS DATE		ID SIGNATURE OF REVIEWING TO OFFICIAL TITLE OF REVIEWING OFFICIAL
75° Doc. 1357	official R. W. Grand	studifundanti. Michief, Accounting Branch
SECTION C.	JOB PER	FORMARCE EVALUATION /// je
. RATING ON GENERAL PE	RFORMANCE OF DUTIES	
IFECTIONS: Consider (	ONLY the productivity and e	ffectiveness with which the individual being rated has performed
its duties during the r	ating period. Compare him O	NLY with others doing similar work at a similar level of respon-
ibility. Factors othe	r than productivity will be	taken into account later in Section D.
1 - DOES NOT	PERFORM DUTIES ADEQUATELY:	HE IS INCOMPETENT.
3. 2 - BARELY A	DEQUATE IN PERFORMANCE: ALTH	OUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING. HE OFTEN FAILS TO
	T RESPONSIBILITIES.	LY. OCCASIONALLY REVEALS SOME AREA OF WEARNESS.
A . ecaconus	DUTIES IN A COMPETENT, EFFE	
B . A FINE PI	ERFORMANCE: CARRIES OU' MANY	OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
MINARE & PERFORMS		ANDING WANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS ANOWN TO
THE SUPE	RVI\$OR.	1
OMMENTS: Mr. Will	cottile very industria	ous and accepts his assignments without hesitation.
#11	the state of the state of the	and the contract of the same and same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and the same and th
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Canon Filled In)
2. BATTINGS ON PERFORMANCE OF SPECIFIC BIJTITS
DIRECTIONS:  a. State in the spaces below up to air of the more important SPECIFIC duties for penel during this rating perior place the most important farst. Do not include minor or unimportant duties.  b. Rate performance on each specific duty considering UNLY effectiveness in performance of this specific duty.  c. For supervisors, shill to supervisor will always be rated as a specific duty do not rate as supervisors the supervisor of secretary only).  d. Compare in your mind, when possible, the individual being rated from the performing the same duty at
similar level of responsibility.  e. Two individuals with the same job title may be performing different duties. If so, when on different duties.
I duties.
I. Be specific. Examples of the kind of duties that might be rated are: Mall ORAL BRIEFING ORAL BRIEFING HAS AND USES AREA EVONDERDER FROM FROM FROM FROM FROM FROM FROM FRO
2 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY  PATING 3 - PERFORMS THIS DUTY ACCEPTABLY AUMBER 4 - PERFORMS THIS DUTY ACCEPTABLY 5 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN A COMPETENT MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB  THAT HE IS A DISTINCT ASSET ON HIS JOB
specific buty no. Theories obligating in- RATING specific buty no. Afficiets in the closing RATIN
struments, supplements and adjustments and reopening of the allotrent ledger
relation to alletment accounting. 4 accounts at close of each fiscal year. 4
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ats of allotment ledger accounts of un number cancellations of obligations to indivi-
liquidated obligations. 4 qual allotment accounts. 4
sescence outy no. 9 Checks and reconciles INAting sescence outy no. 6 Premares surrentes re- RATIN
runs of expenditures with those in the "" quired for reconciliations sod duplicate"
allotrent ledger accounting records. 4 allotment records (copies) for forwarding
. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE to the vertous allottees.
DIFFICTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.  Int. Wilcott is very surrious to prove his estabilities. Accordingly, he trequently assumes additional duties other than there assigned to him. He is very subspicte to his work, is difficult in applying himself to the joe, he to very quiet by nature and it is only or more occasions that he indulyes in conversation unrelated to his duties. He is attempting to become better aquainted with government accounting as has been evidenced by his enrollment in an accounting course with the Department of Agriculture School. He has under great progress in his assigned position in the Accounting Branch.
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION
IDENTIONS: Take into account here everything you know about the individualproductivity. conduct in the job. ortinent personal characteristics or habite, special defects or talentaand how he fits in with yout team. Com- see him with others doing similar work of about the same level.  1. OFFINITELY JUSUITABLE + HE SHOULD BE SEPARATED  2. OF DOUBTFUL SUITABLE! HE SHOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOWN WE  3. A PARELY ACCEPTABLE EMPLOYEEBELOW AVERAGE BUT WITH NO WEAKHESSES SUFFICIENTLY CUTSTANDING TO BAR- RAYT HIS SEPARATION  4. OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION  5. A FINE EMPLOYEE. HAS SOME OUTSTANDING STRENGTHS  4. AN UNUSUALLY STRONG PERSON IN TERMS OF THE KEDUIREMENTS OF THE ORGANIZATION  7. ERCELLED.BY, CALLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION
5 THIS INDIVIDUAL BETTER SUITED FOR HORK IN SOME OTHER POSITION IN THE ORGANIZATION? THE TEST
for an opportunity to serve in an overseas assignment, as this was a part of his ambition in seeking employment with the Azency. It is believed that he could readily adapt himself to other duties in the field of accountancy.

QUADRUPLICATE-To Employing Office

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STANDARD FORM 61
"REVICED MARCH 1994
U. S. CIVIL SERVICE COMMISSION

# APPOINTMENT AFFIDAVITS

IMPORTANT.—Before	swearing	to these	appointment	effidavite,	ÿou	should	read	and	understand
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(Depàrtment or agency)	(Buresu or division)	(Place of employ	ment)
JAMES BERNARD WILCOTT, JR.	•• ••••	, do solemnly swea	r (or affirm) that-
A. OATH OF OFFICE	• *	<u>.</u>	•
I will support and defend the Const domestic; that I will bear true faith an without any mental reservation or purp duties of the office on which I am about	d allegiance to the sa ose of evasion; that I	me; that I take thi will well and faithf	s obligation freely
B. AFFIDAVIT AS TO SUBVERSIVE ACTIVIT	Y AND AFFILIATION		
I am not a Communist or Fascist. organization that advocates the overth United States, or which seeks by force Constitution of the United States. I common will I knowingly become a member ployee of the Federal Government or an	row of the constituti or violence to deny do further swear (or of such organization	onal form of the G other persons their affirm) that I will	overnment of the rights under the not so advocate
C. AFFIDAVIT AS TO STRIKING AGAINST 1	THE FEDERAL GOVERN	IMENT	
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E. AFFIDAVIT AS TO DECLARATION OF APP	POINTEE		
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NOTE.—If the oath is taken before a Nota	ry Public the date of	(Tide) expiration of his cor	nmission should

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such motives as accepts or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

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To:

Personnel Division

From:

Jemes B. Wilcott, Jr.

Subject: Supplements to personnel records

Please add to my personnel records the attached information concerning my education and recently born child.

When I submitted my Personnel History Statement with my application for employment I was still attending business school. Therefore, my final transcript and graduation certificate were not included.

The attached auto-stat copies are attached as instructed by Personnel Livision.

* Also attached is a copy of my grade report for the lat and 2nd semesters at the U.S. Department of Agriculture

Graduate school for Elementary Federal Government Accounting.

JAMES B WILCOTT JR



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Jensenster Australia Administration and Accountance

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February 27, 1957

Edward Charles Madelle Barbarracher

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SECTION IX			*	ARITAL STATU			<del>-</del>
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SECTION II CITIZDISHIP 2. NATIONALITY AT BIRTH AND ANY SUBSEQUENT CITIZENSHIPS (If different than Item 1.) 3. PRESENT RESIDENCE (Indicate as amer, tenent or sub-tenant) 4. PERMANENT ADDRESS (If different than Item 3.) 5. IF U.S. NATURALIZED CITIZEN. GIVE NAME, DATE, CITY AND NUMBER OF CERTIFICATE GRANTED 6. TRAVEL OUTSIDE COUNTRY OF PRESENT RESIDENCE (Countries, dates and purposes) SECTION III OCCUPATIONAL AND FIRANCIAL DATA 3. SALARY (Per annum) 1. PRESENT OCCUPATION 2. TITLE 4. FINANCIAL STATUS (Bernings, bank deposits, securities and property) SECTION IV ORGANIZATIONAL AFFILIATIONS 1. MEMBERSHIP IN RELIGIOUS ORGANIZATIONS 2. PRESENT AND PAST MEMBERSHIP IN PROFESSIONAL AND SOCIAL ORGANIZATIONS: POLITICAL AFFILIATIONS EDUCATIONAL DATA SECTION V 1. SCHOOLS DATES ATTENDED NAME AND LOCATION OF SCHOOL NAME OF, COURSE DEGREE RECEIVED US Dept. of Agriculture Elementary Federal Gov. Graduate School Wash D. C. Accounting 1st semester Sept 1957 Feb 1958 Grade - B Elementary Federal Gov. US Dept. of Agriculture Graduate School Wash D. C. Accounting 2nd samester Fab 1958 May 1958 2. LANGUAGES AND DIALECTS COMPETENCE LANGUAGE WRITE SPEAK READ (List below each language in which you present any degree of competence.) NO YES YES NO NO YES

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10. CURRENT ADDRESS (GIVE lest addr. 2121 Virginia Ave NW, WE		.C.	UUALIA	AUG 1958	
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ECTION V FINANCIAL STATUS			
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DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMB PENSION. OR COMPENSATION FOR MILITARY OR NAVAL SERVICE! \ \res	A GOVERNMENT	UNDER ANY RETIRE	MENT ACT.
IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.  My wife also receives a salary.			
FITHOUT REFERENCE TO YOUR SALARY. STATE OTHER SOURCES OF RECURRENT INCO	ME NOT INDIC	ATED BY PRECEDING	ITEMS.
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CTION X	SPECIAL QUALIFIC	ATIONS			******	
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8. INCICATE ANY DEVICES WHICH VO	U HAVE INVENTED AN	O STATE WHETHER OR NOT THEY AR	C PATENTED
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9. LIST ANY PUBLIC SPEAKING AND	PUBLIC RELATIONS E	SPERIENCE .	
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10. LIST ANY PROFESSIONAL, ACADEM MEMBER. LIST ACADEMIC HONOR			CH YOU ARE NOW OR WERE FORMERLY A
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SECTION VI ODCANIZATION UND	FYPEDIENCE - SIN	CE LAST COMPLETION OF A PERSON	NEL QUALIFICATIONS QUESTIONNAIRE
1. INCLUSIVE DATES (From- and		1 3. OFFICE/DIVISION/BRANCH OF	
3/20/57 to 2/15/58	5	Fiscal Div. Accounts F	ranch
4. NO. OF EMPLOYEES UNDER YOUR SUPERVISION NONe		CIAL POSITION TITLE	
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4. NO. OF EMPLOYEES UNDER YOUR	DIRECT S. OFFICE	Finance Div. Tax and C	ompensation branch
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ADDRESS (No., Street, City, Zone, State)  TELEPHONE NO.  LEVEN JEHES  ADDRESS  COLD BRUCK, N.Y.  ADDRESS  COLD BRUCK, N.Y.  AME OF FATHER (Or male quardian)  ADDRESS  COLD BRUCK, N.Y.  ADDRESS  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHONE NO.  TELEPHO					•		
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I swear (or affirm) that the above state	ments i	are true	to the	best (	of my k	nowle	dge ar	nd belie	<b>ſ.</b> :		. 1	
4 March 1957												
(BATT) (SIGNATURE)												
Subscribed and sworn to before me on this 4th day of Warcho 1957at Washington, D. C. (STATE)												
Appointment Clerk												
NOTE: If oath is taken before a Notary I												
INSTRUCTIONS: File this form on the perman action lavolved.	ent side	of the e	mploy	ee's of	ficial pe	nonne	lolde	r immed	icrely t	pelore or a	fter the pen	onsel

(OVER)

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## SECURITY APPROVAL

DATE: 20 November 1965

YOUR

REFERENCE: Memorandum dated 18 November 1965

CASE NO.: 109301

TO : Director of Personnel

ATTN

SUBJECT : WILCOTT, James B., Jr.

- This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.
- Unless arrangements are made within 60 days for entrance on duty within 120 days, this approval becomes invalid.
- 3. As part of the entrance on duty processing:

A personal interview in the Office of Security must be arranged.

XXX A personal interview is not necessary.

Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.

4. This is a conversion case.

FOR THE DIRECTOR OF SECURITY:

Steven L. Kuhn Chief, Personnel Security Division

10.45 1173 ****** ********

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	, Over Filled In)		
	STAFF AGENT CLEAR	ANCE	
DATE : 19 April	1965	,	į
Your REFERENCE: 32273	-	•	
CASE NO. : #109301			
TO : Chief, Con	tract Personnel Division		
ATTM. : Staff Agen			•
SUBJECT :	3/Ll	ently James	<i>U</i> 8
1. This is to adv	ise that a security clear a Staff Agent, GS-07, by	rance is granted y DDF/WH in the o	for the employ- capacity of
Fiscal Acct. Asst., at	JMVAVE.		
use of the Subject, a reto this office.	ments are made within 60	osed change should	id-de submitted
*	strance on duty processin	eg:	
	erview in the Office of S		arranged by
A personal inte	erview is not necessary.		
		W. A	Ochame,
10.11 1989	CONFIDENTIAL	print and public for the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of the control of	(9.40)





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Date: 9 November 1956

Chief, Records & Services Division

Your Reference: C-5841 Compt.

Personnal Office FROM: Chief./Security Division

Case Number: 109301

Personnel

SUBJECT: WILCOIT, James Bernard, Jr.

This is to advise you of security action in the subject case as indicated below:

Security approval is granted the subject person for access to classified information.

Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.

Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

Subject is to be polygraphed as part of EOD procedures.

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FORM NO. 38-101 FEB 1952